

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 16, 1987

ALL-COUNTY INFORMATION NOTICE NO. 1-94-87

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY AUDITORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: CLAIMING OF GREATER AVENUES FOR INDEPENDENCE (GAIN) SPACE
ALTERATIONS AND RENOVATIONS

The Department of Health and Human Services, Division of Cost Allocation (DCA), and the State Controller's Office (SCO) have granted the State Department of Social Services (SDSS) the authority to review and approve requests to expense the cost of alterations which exceed \$25,000. This authority applies only to alterations made to space for the GAIN Program. Counties may refer to the SCO Handbook of Cost Plan Procedures for California Counties, Sections 3155 and 3156 for guidelines related to space renovations and alterations.

Under the agreement between the DCA, SCO, and SDSS, counties must submit a detailed description of proposed GAIN space modifications to the SCO. The SCO will determine whether the proposed changes are alterations or renovations. The SDSS will then review the alterations proposals and approve the expensing of costs in the quarter of expenditure. Renovation projects will continue to be claimed through depreciation or the use allowance method for county-owned space, or depreciated over the remaining life of the lease for leased space. The resulting lease cost plus amortized improvement costs cannot exceed the cost of comparable space in a private sector building.

The GAIN space proposals must be submitted to the SCO at the following address:

Bureau of County Cost Plans
P.O. Box 1019
Sacramento, CA 95805-5876

If you have any questions concerning this process, contact the Fiscal Policy and Procedures Bureau at (916) 445-7046.

A handwritten signature in cursive script, reading "Robert L. Garcia", is positioned above the typed name.

ROBERT L. GARCIA
Deputy Director
Administration

cc: CWDA